

STATINTL

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AD-3.2		
AD-3.1	Adm. Support: Agreements	
AD-3	ADMINISTRATIVE SUPPORT	AD-3 ADMINISTRATIVE SUPPORT
		25 YEAR RE-REVIEW
AD-2.3		
AD-2.2		
AD-2.1	Adm. Issuances: Memoranda	
AD-2	ADMINISTRATIVE ISSUANCES	AD-2 ADMINISTRATIVE ISSUANCES
AD-1.3	Adm. Audit & Review: Special Projects	
AD-1.2	Adm. Audit & Review: Country Reviews	
AD-1.1/2	Adm. Audit & Review: Adm. Audits: Imprest Funds	
AD-1.1/1	Adm. Audit & Review: Adm. Audits: Contracts	
AD-1.1	Adm. Audit & Review: Adm. Functional Audits	
AD-1	ADMINISTRATIVE AUDIT & REVIEW	AD-1 ADMINISTRATIVE AUDIT & REVIEW
AD	ADMINISTRATION	
AD	ADMINISTRATION	

READ UPWARD

This example shows how the subjects from the category of AD - ADMINISTRATION would appear in a file drawer.

The illustration shows:

- 1 Primary (Main Subject) Guide with tab at left.
- 3 Secondary Guides with tabs in center position.
- 14 Folders representing the first thirteen subjects in the File Classification

Captions on all Guides and their corresponding Folders are typed in CAPITAL LETTERS.

All other Folder Labels are typed in upper and lower case. Labels should be typed uniformly. Purpose is to have captions in a straight line (as in a telephone directory) for quick comprehension and finding.

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Organ. Symbol	Organization Title(Office, Division, Branch)	Person in Charge	Tel. Ext.	Room No.	Building
Description of subjects covered:			Disposition plan:		
<p>STAT</p> <p>31</p>			<p>This record of FILE STATIONS is for use by persons responsible for record-keeping</p>		
			<p>The Records Officer must be informed of any changes, by submission of a new or revised FILE STATION SHEET.</p>		
PC - Test Form No. 1			FILE STATION SHEET		
			Page 1 of 2		

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FILE STATION RECORD OF ACTIONS TAKEN

Action	Records Series	Quant.	Date	Authority	Ref.No.*
Disposal					
Retirement					
Requests for Records					

PC - Test Form No. 1 (page 2)

\* Requisition No., Accession No., etc.

INSTALLATION/RECORDS COLLECTION CONVERSION SCHEDULE

FOR

## RECORDS ACCUMULATED PRIOR TO INSTALLATION OF THE NEW FILES SYSTEM

1.	2.	Office:	3.
Inventory Sheet No.	Description Submitted (First Words)		Apply Retirement/Disposition Instructions for New Subject Code, and/or Note below.

- Column 1: Lists the numbers of the inventory sheets which were prepared during development of the new filing system. (Copies of inventory sheets furnished separately for ready reference).
- Column 2: Contains the first few words (from inventory sheet) for ease of identification of the file series inventoried.
- Column 3: Contains the subject code(s) of the new system retirement/disposition schedules, which will be applied to the old records for purposes of retirement or disposition. In some instances, contains special note or instructions explained in Box below:

## EXPLANATION OF NOTES

NOTE	EXPLANATION
A --	Working files and papers, extra copies and similar material. Dispose after 1 year or when no longer needed for active office use.
B --	Consists of a variety of subject material (both record and non-record usually filed together). Sorting of papers to the new files system is impractical and would consume too much time. Follow these steps: <ol style="list-style-type: none"> <li>1. Remove all folders with <u>known</u> official records, policy or procedural matter contained therein. Retire after 1 year or when no longer needed for active office use, as <u>permanent</u> material not authorized for disposal.</li> <li>2. Scan remaining folders for any official records, policy or procedural matter. Where such material is found, retire folder in same manner as (1) above.</li> <li>3. Retire remaining records after 1 year for disposal 3 years after retirement.</li> </ol>
NR --	Non-Record. (Files used for temporary storage, extra copy stocks, etc.). Do not contain permanently filed material.